Shelby County Schools

Online Student & Visitor Accident Reporting

User Manual

Overview

In accordance with SCS board policy 6043, Health Care Management (Students), any accident involving students that occurs on the property of the Shelby County Schools and/or while under the approved supervision of District employees shall be reported within twenty-four (24) hours after the accident occurs.

In conjunction with the Department of Information Technology, the Department of Risk Management has developed an online Intranet website that will allow schools and departments to report student & visitor accidents. This site is only accessible from computers on the SCS network. All users are required to log in using their SCS user name and password. Users will only have access to students assigned to the same location as the user. User access is controlled by the Department of Risk Management. To establish additional user accounts for your location or department, please contact the Department of Risk Management at 416-5515 or you may email Jeri Rudolph.

After logging in to the site, users will have the ability to:

- Enter a new accident report for a student
- Review accident report statuses
- Respond to any concerns or questions sent by Risk Management

When a new accident report is submitted to Risk Management, the following will occur:

- The Risk Management administrator(s) will receive an email notification stating that a new accident report has been submitted
- Risk Management will review the accident report and will either:

  o Accept the report
  o Return the report for additional information

- The user who submitted the report will receive an email notification indicating the action taken by Risk Management. Reports that are returned for additional information should be updated by the user and resubmitted to Risk Management.

The following pages will provide you with step-by-step instructions on how to:

- Enter a new report
- Search for a specific report(s)
- Update a returned report
- Print an individual report
- Logout

Any questions or concerns regarding employee accidents should be directed to the Department of Risk Management at 416-5515. Inquiries may also be sent via email to Jeri Rudolph (rudolphjl@scsk12.org).

Log In Page

Users can access the login page from http://incidentreport.scsk12.org.

Users should enter their SCS user name and password in the appropriate fields and click the Login button to login.

After logging in the user will be directed to the Memo page which will provide users with any special instructions and contact information for the Department of Risk Management.

Click **Continue** to enter a new report and/or access an existing one.

Injury/Illness - Student
2014-2015

Memo

Continue

Click Continue

This is Memo test's !!!!!!!

October 2, 2014

Enter a New Report

- Click New next to student's name for which you need to report an accident. (The list of students should reflect the student's that are assigned to your location in SMS.)
- To search for a particular student, enter his/her first and/or last name in the appropriate fields and click Search.
- If you cannot find the student on your list, you may create a manual report by clicking Create Manual Report

To Search enter: Last Name and/or First Name & Click Search

Click Create Manual Report to create a report for a student that does not appear on your location's list

Click New

| Create Manual Report | Student Search | Report Search | Welcome: Test User 1 | Logout |

Student Search

| Location | First Name | Last Name | Grade | Record Count: 2020 |

White Station High School

All   Search

	ID	Gender	Grade	Date of Birth	Report
	4299810	M	9	01/18/1999	New
	4171257	F	12	03/16/1995	New
	3087645	M	12	08/06/1997	New
	3145858	M	10	08/09/1999	New
	2955530	F	12	05/23/1997	New
	2955522	F	12	05/23/1997	New
	3277425	F	9	12/04/1999	New
	2964005	F	11	04/12/1998	New
	1968530	M	12	10/28/1993	New
Abu-Obeid, Mohammed	2945684	M	11	08/25/1998	New
Acchiardo, Caroline	4311737	F	12	01/21/1997	New
Acerra, Wesley	3455196	M	9	05/07/2000	New
Achkar, Seham	2033285	F	12	08/01/1997	New
Ackerson, John	2964677	M	10	07/20/1999	New
Acosta-Juarez, Brenda	3233739	F	9	07/22/2000	New
Adams, Amber	3061548	F	10	05/05/1999	New
Adams, Amethyst	2191622	F	12	12/18/1996	New
Adams, Gracie	2106975	F	12	01/10/1997	New
Adams, Mallory	2743147	F	11	10/01/1998	New
Adams, Kenneth	1935563	M	12	09/26/1996	New
Adams, Sergio	3091122	M	9	04/21/1999	New
Adefeyisan, Paul	4389149	M	9	03/13/2001	New
Akoto, Tyra	3094159	F	9	05/19/2000	New
Akoto, Jada	3068328	F	10	01/13/1999	New
Alam, Jerin	4169516	F	9	05/01/2000	New
Alamiry, Sejjad	3087930	M	10	01/21/1999	New
Albuhsain, Ibraheem	3719712	M	11	09/22/1998	New
Aldhewalem, Ahmed	3236776	M	9	11/11/1999	New
Aldosh, Ali	2959731	M	11	05/18/1998	New
Aldridge, Takoria	3093565	F	10	02/08/1999	New

1 2 3 4 5 6 7 8 9 10 ...

- Complete all required fields on the form (required fields are noted with a red asterisk)
- Click Submit to Risk Management (you may click Save & Complete Later if you need to gather additional required information)

School/Location Name: White Station High School-2780

Date of Report:	10/7/2014 9:41:48 AM
Injury or Illness:	● Injury ○ Illness *
Date of Incident:	[ ] *
Time of Incident:	Hour Minute [00 ▼] [00 ▼] [AM ▼] *
Student Name:	Kevin Abarca (4299810)
Gender:	● Male ○ Female *
Last Name:	Abarca
First Name:	Kevin
Grade:	9
Date of Birth:	01/18/1989
Parent/Guardian Last Name:	DeDuano
First Name:	Eduardo
Home Address:	5272 Midsummer WY
Apt:	2
City:	Memphis
State:	TN
ZipCode:	38115
Home Telephone Number:	[(901) 438-4690]
Emergency Contact Number:	[(901) 438-4690]
Location Where Incident Occured:	[Select ▼] *

Your student's personal data will be pre-populated in these fields. If data is incorrect or missing it should be updated in SMS. Data will be refreshed from SMS on a nightly basis.

Body Part Injured: [Select ▼] Injury Type: [Select ▼] [Add]
☐
☐
☐
☐
☐
☐

Give a clear description of the incident and how it occured: *
[   ]

Check Appropriate Action Required:

☐ No Treatment Needed
☐ First Aid
☐ Primary Care Doctor
☐ Ambulance Required
☐ Emergency Room

Parent/Guardian Contacted: ○ Yes ● No
Response of Parent/Guardian:
[   ]

Did this incident occur during athletic sports? (conditioning, practice, or game):

○ Yes ● No [Select ▼]
Disposition: ● Class ○ Doctor's Office ○ Home ○ Hospital
Please indicate if a witness was present: ○ Yes ● No
Witness Name: [   ]
Witness Phone: [   ]
If more than one witness was present, please indicate all witness names & contact information in the comments section.

Witness comments:
[   ]

Report Entered By: Test User 1

Reporting Location Comments
[   ]

[Save and Complete Later] [Submit to Risk Management for Review]

Click Submit to Risk Management

Click Save and Complete Later if you need to gather additional required information. This will place your report in a Pending status.

Retrieving Saved Reports

To retrieve and submit a saved report:

- Click Report Search

- Choose Pending from the Status drop down menu.
- Click Search
- Click View next to the report you would like to open

- Make the necessary updates to the report
- Click Submit to Risk Management for Review

☐ Ambulance Required
☐ Emergency Room

Parent/Guardian Contacted: ⦿ Yes ◯ No

Response of Parent/Guardian:
test parent response for a save and complete later

Did this incident occur during athletic sports? (conditioning, practice, or game):

⦿ Yes ◯ No | Baseball ▾ |

Disposition: ◯ Class ◯ Doctor's Office ⦿ Home ◯ Hospital

Please indicate if a witness was present: ⦿ Yes ◯ No

Witness Name: Test Witness

Witness Phone: 901 333-6655

If more than one witness was present, please indicate all witness names & contact information in the comments section.

Witness comments:
Test witness comments for a save and complete later

Report Entered By:

Reporting Location Comments
Test reporting location comments for a save and complete later. 10/7/2014 9:57:25 AM.

| Submit to Risk Management for Review |

Click Submit to Risk Management for Review

Updating Reports

Once a report has been submitted or accepted, users can only update the Reporting Location Comments field. If additional information has been received, it should be entered in the Comments section. If the report has already been accepted, when the user clicks Submit to Risk Management for Review, the report status will change to Submit and Risk Management will receive an email notification.

To locate the report that needs to be updated:

- Click Report Search
- Choose the appropriate status from the Status drop down menu or you may search by entering the student's first and/or last name and/or the date of the incident. If the report was returned for more information, choose Return for more info.
- Click Search
- Click View next to the report you want to update

- Make the necessary updates to your report
- Click Submit to Risk Management for Review

Searching for and Printing Individual Reports

- Click Report Search
- Enter search criteria which may be a combination of:
  - Fiscal Year - allows you to search for reports reported in a previous fiscal/school year
  - Status – search by report status:
    - Accepted – returns all reports that have been reviewed & accepted by Risk Management
    - Return for more info – returns all reports returned to the user for more information
    - Submit – returns all reports that have been submitted to Risk Management but no action has been taken by them
    - Pending – returns reports that have been saved by the user and have not been submitted to Risk Management
  - Last Name – returns all reports for students with that last name
  - First Name – returns all reports for students with that first name
  - Incident Beg. Date & Incident End Date – returns reports that have an incident date that falls between the dates entered. For example, the user may search for reports for incidents/accidents that occurred on or between November 1 and November 13.
- Click Search
- Click View to view individual reports

- Click Print (must allow pop-ups on this site) – this will generate a PDF document of the viewed report (must have Adobe Reader installed)

Logging Out

Due to the sensitive nature of data captured in this system, the user should **ALWAYS** log out when he/she has completed the work that needs to be done in this system. To logout click the Logout button located in the top right corner of the page.

Reporting a Visitor's Accident

Click Visitor to report a visitor accident. A visitor is anyone visiting your location that is not a SCS employee or a student assigned to your location; this includes parents and students that attend another school.
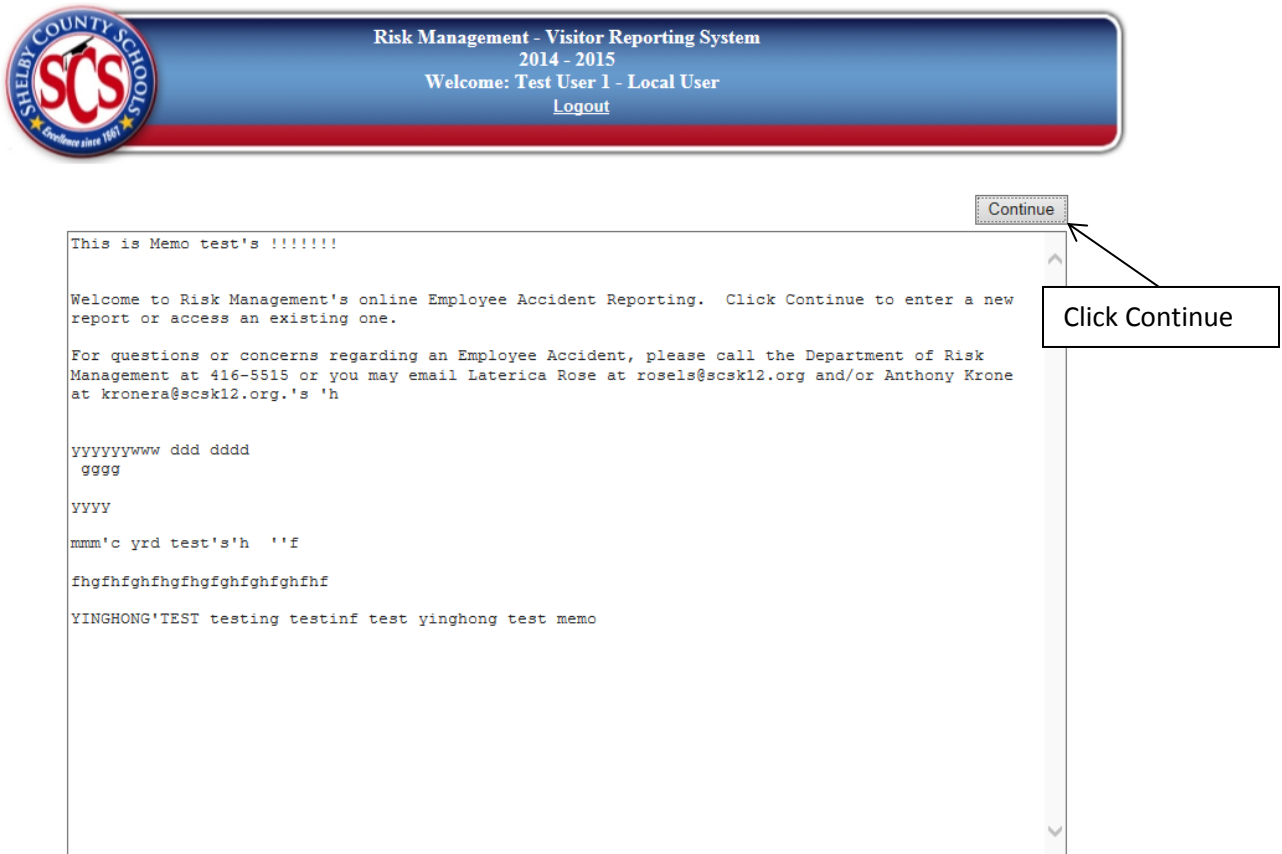
Enter your user name & password in the appropriate fields and click Login

After logging in the user will be directed to the Memo page which will provide users with any special instructions and contact information for the Department of Risk Management.

Click **Continue** to enter a new report and/or access an existing one.

Click New Report to enter a new report.

- Complete all required fields on the form (required fields are noted with a red asterisk)
- Click Submit to Risk Management (you may click Save & Complete Later if you need to gather additional required information)

Visitor Information:

School/Location Name: White Station High School

*Date of Incident(mm/dd/yyyy): [   ]

*Time of Incident: *Hour [00 ▼] Minute [00 ▼] [am ▼]

*Last Name: [   ]

*First Name: [   ]

Middle Name: [   ]

*SSN(eg:999999999): [   ]

*Gender: ○ Male ○ Female

*Date of Birth(mm/dd/yyyy): [   ]

*Home Address: [   ]

Apt: [   ]

*City: [   ]

*State: [TN]

*Zip: [   ]

*Home Phone: [   ]

Alternate/Cell Phone: [   ]

Email: [   ]

*Purpose of Visit:

[   ]

*Location where incident occurred: [---select--- ▼]

*Injury or Illness: ○ Injury ○ Illness

*Give a clear description of incident and how it occurred:

[   ]

*Check Appropriate Action Required:
☐ No Treatment Needed ☐ First Aid ☐ Primary Care Doctor ☐ Ambulance Required ☐ Emergency Room

Report Entered By: Test User 1 **On:** 10/07/2014

Report Location Comments:

[   ]

[Save and Complete Later] [Submit to Risk Management]

Click Save and Complete Later if you need to gather more information

Click Submit to Risk management if the report is complete

Retrieving Saved Reports

Click Existing/New Report

Click Existing/New Report

- Select Pending from the Status drop down menu
- Click Search
- Click View to open the report

Select Pending

Click Search

Click View

Make the necessary updates and click Submit to Risk Management.

Click Submit to Risk Management

Updating Reports

Once a report has been submitted or accepted, users can only update the Reporting Location Comments field. If additional information has been received, it should be entered in the Comments section. If the report has already been accepted, when the user clicks Submit to Risk Management for Review, the report status will change to Submit and Risk Management will receive an email notification.

To locate the report that needs to be updated:

- Click Existing/New Report
- Choose the appropriate status from the Status drop down menu. If the report was returned for more information, choose Return for more info.
- Click Search
- Click View next to the report you want to update

- Make the necessary updates to the report
- Click Update

Searching for and Printing Individual Reports

- Click Existing/New Report
- Enter search criteria which may be a combination of:

  - Fiscal Year - allows you to search for reports reported in a previous fiscal/school year
  - Employee Type - allows you to search for reports submitted for regular or substitute employees
  - Status – search by report status:
    - Accepted – returns all reports that have been accepted by Risk Management
    - Return for more info – returns all reports returned to the user for more information
    - Submit – returns all reports that have been submitted to Risk Management but no action has been taken by them
    - Pending – returns reports that have been saved by the user and have not been submitted to Risk Management
  - Report ID – the report ID is assigned when the report is submitted
  - Last Name – returns all reports for visitors with that last name
  - First Name – returns all reports for visitors with that first name
  - SSN – returns reports for the visitors with that SSN
  - Status Date From & Status Date End – returns reports that are in the status indicated and fall between the dates stated. For example, the user may search for reports that were in a submit status on or between November 1 and November 13.
  - IncDate_From & IncDate_End – returns reports that have an incident date that falls between the dates entered. For example, the user may search for reports for incidents/accidents that occurred on or between November 1 and November 13.

- Click Search
- Click View to view individual reports

- Click Print (must allow pop-ups on this site) – this will generate a PDF document of the viewed report (must have Adobe Reader installed)

Click Print

Logging Out

Due to the sensitive nature of data captured in this system, the user should **ALWAYS** log out when he/she has completed the work that needs to be done in this system. To logout click the Logout button located in the center of the page.

Click Logout